

FREEDOM OF INFORMATION ACT

References:

- AR 25-1, Army Information Management
- DoD 5400-7-R, Freedom of Information Act Program
- AR 25-55, Army Freedom of Information Act Program

Objectives:

- To ensure public access to certain records
- Set standards for release
- Assure prompt response to requests

Purpose and Applicability:

Ensure any member of the public (U. S. citizen, an organization or business) has the right to request access to agency records or information

Response Time & Limits:

- The Nashville District has 20 workings from the receipt of the date to respond to a requester
- Only written requested will be accepted (i.e. hand-written, e-mail, facsimiles, or typed)
- The request should state willingness to pay processing fees

Agency Record:

- Records include books, maps, contracts, photographs, information of permits, etc.
- The record must exist and be in the possession and control of the Nashville District at the time of the request
- There's no obligation to create, compile or obtain information to satisfy a FOIAR

Exemptions:

- Records may be withheld by in whole or in part from the public if the record falls within one of the following nine exemptions:

1. Classified documents (i.e. "secret")
2. Internal personnel rules or practices of the Nashville District
3. Protected by statute – information in the record is specifically protected from disclosure by, for example, the Privacy Act
- *4. Confidential business information – trade secrets, commercial information or financial information
- *5. Internal Communications
- *6. Personal/Medical Information (If disclosed, would result in a clearly unwarranted invasion of privacy)
7. Investigative Records
8. Regulation of financial institutions
9. Geological & Geophysical Information Concerning Wells

Responsibilities:

***FOIA Officer and Alternate**

- Rhonda Varnell, Officer
- Mary Raybon, Alternate
- Contact 615-736-7665

***Initial Denial Authority (IDA):**

- District Counsel or Acting District Counsel
 - Contact 615-736-5687
- Has sole denial authority in the Nashville District to deny a request